



Payroll Deduction Authorization Form Wellness Initiatives--Liberty Community Center

The City of Liberty allows the deduction of the costs of wellness initiatives such as special classes and personal trainers provided by the Liberty Community Center as a payroll deduction. The following stipulations on this specialized payroll deduction are as follows:

1. I must be a FT employee for six months to be eligible for wellness initiative payroll deduction.
2. The full cost of the wellness initiative up to \$750 maximum can be deducted after tax from payroll from one to eight payroll cycles.
3. All payroll cycles need to occur within the same calendar year. For example, if I purchase personal training hours in November, I am only allowed the number of payroll deductions until December 31.
4. Submission of this authorization form to deduct purchased wellness initiatives through payroll deductions waives all rights to request a refund for any and all of the purchased wellness initiative. I understand that if I want to maintain my right to request a refund at any time, I will need to pay full costs at the time of purchase through the normal procedures set for all other community center patrons.
5. The purchase of any wellness initiative is non-transferrable to anyone who does not reside in the same household as the purchaser.
6. The purchase of any wellness initiative that is paid through payroll deductions has no cash value to claim at a later date.
7. The remainder of any costs associated with the purchased wellness initiative will be deducted from my final check should I leave employment with the City of Liberty before full payment has been received by the City.

FT Employee Name: _____ Date: _____

Department: _____ Phone: _____

Wellness Initiative Purchased: _____

Number of Payroll Cycles Authorized for Deduction: 1 2 3 4 5 6 7 8

I have read and understand the above stated terms for my requested payroll deduction. I do hereby authorize the City of Liberty to deduct the full amount of my purchased wellness initiative over a period of above stated payroll cycles from each paycheck. I also understand this form does not change any of the policies of the fitness program agreement except as specifically set forth in this payroll deduction form.

Employee Signature

Date